

Senior Leadership Team minutes

Monday 10 July 2017

Members

Elizabeth Denham (chair)	Information Commissioner
Paul Arnold	Deputy Chief Executive Officer
James Dipple-Johnstone	Deputy Commissioner (Operations)
Steve Wood	Deputy Commissioner (Policy)

Attendees

Richard Marbrow	Group Manager Corporate Governance
Robert Parker	Head of Corporate Affairs

Secretariat

Peter Bloomfield	Senior Corporate Governance Manager
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1. Introductions and apologies

There were apologies from Simon Entwisle who was unable to attend the meeting.

2. Matters arising from the previous meeting

Minutes

The minutes of the previous meeting were agreed for publication along with the proposals for publication of the papers.

It was confirmed that Simon Entwisle's new job title was "Chief Operating Officer".

Actions and decisions

Peter Bloomfield updated the Team on outstanding actions.

3. Profile of leavers and starters

Issue

Paul Arnold introduced discussion on leavers and starters at the ICO.

He advised that he would be bringing a paper on the wider People Strategy to Management Board in August, and report back to SLT on turnover, recruitment and expenditure against the staff budget on a quarterly basis.

Actions

Peter Bloomfield to add quarterly reports on staff turnover and expenditure to the SLT schedule by the 12 July.

4. Risk review and Management Board planning

Issue

Risk and opportunity

Paul Arnold introduced the risk and opportunity register. Corporate Governance had recently met with each of the three deputies individually to agree entries. There was a need however for the deputies to meet together to check that the risks are strategic and appropriate.

Paul Arnold clarified that the risk owner would generally be responsible for driving the mitigating actions. And that all risks were considered at a relevant steering group.

It was confirmed that risks arising from implementation of a new fee structure had been recognised in the register.

The question was asked as to whether the clarity of the ICO's regulatory jurisdiction represented a risk. There were other bodies and regulators with an interest in the ICO's work and there might be confusion as to which organisation was responsible for what.

Management Board

Paul Arnold introduced the proposed agenda for Management Board in early August.

Decision

The agenda was agreed with amendments.

Actions

Peter Bloomfield to arrange for a meeting of the three deputies to discuss the risk and opportunity register later this week, by the 12 July.

Paul Arnold and Elizabeth Denham to discuss risk ownership.

Steve Wood to write a paper discussing the overlap and boundaries with other regulatory bodies on the risk; by the time of August Management Board.

5. ICO secondment programme

Issue

Paul Arnold introduced a proposal for a proactive and continuous programme of inbound secondments to the ICO to supplement the established workforce. The paper had been shared with the trade unions.

The need for a template to help the process was discussed.

Decision

The SLT agreed the approach, welcoming the development of a transparent strategic policy in this area.

6. Deputy Chief Executive Officer (DCEO) Steering Group update

Issue

Minutes of the recent DCEO Steering Group Part meeting were presented, along with the May finance report, as part of routine governance.

Paul Arnold also provided an update on accommodation issues.

7. Policy Steering Group update

Issue

Steve Wood introduced the minutes of the recent Policy Steering group, again as part of the governance process.

8. Communications Steering Group update

Issue

Robert Parker introduced the minutes of the Communications Steering Group. The focus of the meeting had been on survey questions to help benchmark the first objective in the Information Rights Strategic Plan.

SLT discussed the need for qualitative as well as quantitative measures for performance against the plan, and the fact that performance against the other four objectives also needed to be measured.

The need to consider the views of children, in benchmarking performance and within the wider work of the ICO, was discussed.

Decision

SLT agreed that the benchmarking should go ahead.

Actions

Robert Parker to confirm the questions with the research company and to report back to the next SLT on 24 July as to the result of the survey.

Robert Parker to consider how best to benchmark the other objectives in the Information Rights Strategic Plan by Management Board in August.

Steve Wood to consider how the ICO might recognise the information rights concerns of children more and to report back to SLT by the end of August.